

HUMAN RESOURCES ASSISTANT

DEFINITION

Under general supervision, to provide difficult and specialized office support to the Human Resources division staff; and to perform related work as required.

CLASS CHARACTERISTICS

This is a single position classification, reporting to the Human Resources Manager or his/her designee. This class is distinguished from the next higher level classification of Human Resources Technician I in that the latter is a paraprofessional class that functions with less direct supervision than the Human Resources Assistant.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs general clerical work, including but not limited to preparing routine reports and confidential correspondence, compiling data for use in reports and/or management decision making, establishing and maintaining accurate and efficient filing systems, etc.
- Performs routine clerical work including but not limited to copying and filing documents, sending and receiving faxes, processing incoming and outgoing mail, entering computer data, assembling materials, etc.
- Assists others in the division with completion of assigned duties
- Serves as back up for clerical support staff at counter and on telephone
- Prepares, types, proofreads, maintains and/or processes a variety of records, reports, lists, forms, correspondence, notices, memos, purchase orders, etc. as required
- Creates and maintains simple data bases for use in recruitment activities
- Prepares conference room, name plates, and candidate information for oral boards
- Develops and maintains a positive working relationship with coworkers, other City employees and the public using principles of good customer service

QUALIFICATIONS

Knowledge of

- Organization, procedures and operating details of the Human Resources division
- Modern office practices and technology, including typical personal computer hardware and software applications
- Business letter writing and report preparation
- English usage, spelling, grammar and punctuation

- Basic arithmetic

Skill in

- Understanding and carrying out oral and written instructions
- Learning pertinent rules, laws and regulations related to division activities
- Organizing work activities, meeting deadlines and completing work accurately
- Operating a variety of office equipment including personal computers, fax machines, copiers, etc.
- Maintaining accurate and effective filing systems and records
- Maintaining confidentiality of all records and information within the division
- Performing simple mathematical calculations
- Accurately entering data; typing at a speed necessary for successful completion of job duties
- Communicating clearly and concisely both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of the 12th grade, and three (3) years of increasingly responsible clerical experience, preferably in a human resources environment. College or business school coursework in office administration or human resources is desirable.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.